ADMINISTRATIVE DISCRETIONARY INCREASES CHECKLIST
(Faculty)

Indicate the appropriate reason for the ADI below. All ADI processing requests submitted to Human Resources must be accompanied by a pPaf or ePaf and the required back-up documentation, specified below. Missing documentation will significantly delay processing time.

Note: Justification Memos should be forwarded to the Office of Faculty Development and Advancement so that approval may be sought from the Provost and Executive Vice President for Academic Affairs.

Counter-offers
- Copy of the verified written offer
- Justification Memo approved by the Office of the Provost

Endowed/Named Chairs
- Copy of the criteria and procedures for the award of the chair
- Justification Memo approved by the Office of the Provost

Extraordinary Accomplishments (Note: All supporting documentation in this category must be approved by the Office of the Provost)

a. Recognition Internal to the University
   - Explanation, outlined in a memo, of how the accomplishments exceed the minimum criteria for the top merit category of the department/unit

b. Or Recognized by the National or International Academic or Professional Community
   - Award letter, containing a description of the award (Memo format preferred, but emails accepted)
   - Allocated Increase Memo from the Office of the Provost
   - Extraordinary Accomplishments Award Recognition Request Form

Equity Adjustments
- Salaries and history of annual accomplishments
- Justification Memo approved by the Office of the Provost

Increased Duties and Responsibilities
- Signed annual Assignment of Responsibilities for the year preceding the change
- New, signed annual Assignment of Responsibilities reflecting the increased duties and responsibilities
- Justification Memo approved by the Office of the Provost

Recognition for Distinguished Faculty
- Specific external award or alternative criteria
- Justification Memo approved by the Office of the Provost

Other
- Justification Memo approved by the Office of the Provost
  Note: ADIs awarded under this reason must be submitted a minimum of 15 days before the effective date

All documents must be submitted to HR prior to the Payroll Submission Deadlines.

Revised: 01/11/2016